

Workplace Alaska

Class Specification Recorder Manager

Created:
06/04/1997 by Rachel Wilson
Finalized on:

AKPAY Code: P7524
Class Outline Cat: B
Approved by:

Class Code: PI0517
Class Range: 17
Class Status: Active

Category:
Original Date: 05/01/1977

Class Title: Recorder Manager
Use MJR Form: Standard

Original Comments:
ESTABLISHED. Note: only Assistant State Recorder.

Subsequent Revision Dates/Comments:
10/31/82 Abolished only Assistant State Recorder.
03/05/92 Reestablished only Assistant State Recorder.
04/16/92 Established Regional Recorder Manager.
01/01/96 Abolished Assistant State Recorder, P7525;
merged with Regional Recorder Manager, P7524; revised
title, concepts and MQs.
01/16/02 Range change, MQ change, specs rewritten as
part of study (cpreecs).
12/31/2002 - Audited (epickering).
09/25/2008 - Workplace AK spec revision: Added Census
Job Code and AKPAY Code fields; Replaced Category field
with Class Outline Category; Updated EEO4, SOC, and Class
Code fields; Removed DOT field.

Last Update: **EEO4:** B **SOC:** 11-9199 **Census:** 02

Last Update Comments:

Definition:

Under general direction, the Recorder Manager has full administrative and supervisory responsibility over a number of recording offices and assigned recording districts in a region (Southcentral and Northern/Southern), or over the centralized, statewide functions of the Uniform Commercial Code and the Archives Units.

The Recorder Manager is a supervisory job class with substantial responsibility for the exercise of independent judgment in appointing, promoting, transferring, suspending, discharging and adjudicating the grievances of subordinates.

Distinguishing Characteristics:

Under general direction, the Recorder Manager has full administrative and supervisory responsibility over a number of recording offices and assigned recording districts in a region (Southcentral and Northern/Southern), or over the centralized, statewide functions of the Uniform Commercial Code and the Archives Units.

The Recorder Manager is a supervisory job class with substantial responsibility for the exercise of independent judgment in appointing, promoting, transferring, suspending, discharging and adjudicating the grievances of subordinates.

Examples of Duties:

Supervise, manage and administer the recording operations and activities of numerous rural and urban recording offices within a regional geographical area, or the centralized Archive and the UCC units.

Ensure that production is done in a detailed, correct manner within the timeframes mandated by statute; monitor and balance regional workload against available resources between all sites.

Provide technical assistance to front-line recorders and supervisors at each site in evaluating unusual documents and determining the correct application of minimum acceptance criteria. Be aware of and apply the appropriate statutes, regulations, Attorney General's opinions, the document reference manual, and the Section's policies and procedures in order to provide technical and consultative guidance to subordinates.

Direct, guide, monitor and supervise subordinate supervisors or single office staff to ensure consistent and uniform application of policies and procedures affecting recording, filing, archiving. Exercise full supervisory functions and responsibilities.

Oversee the correct acceptance of a variety of documents presented by the general public for inclusion in the permanent record by reviewing documents through physical evidence or telephone contact. Determine if unusual documents meet the criteria for acceptance into the public record and provide technical assistance, feedback, and explanation of final decision to front-line recorders and supervisors.

Prepare responses to inquiries and requests for clarification by the general public, to various surveys; and to complaints.
Research and prepare a variety of daily, weekly and monthly management reports regarding recording activities and backlogs within the

region or central units, the itemization of all pending and ongoing projects and tasks, statistical information, and unusual situations.

Develop, administer, and monitor the regional or central unit operating budget; compile data and interpret, organize, and submit preliminary budget projections; present justifications; monitor and track expenditures and approve invoices for payment within delegated authority. Assist with the review and final preparation of justification narratives, section-wide operating and capital improvement budget requests, as well as special projects with section-wide impact.

Prepare or assist with annual budget projections and "what if" scenarios, analyze special patterns and advise supervisor and/or higher level managers of potential problems and needed adjustments; review past expenditures for particular line items and project future needs. Develop or assist with the development of intermediate and final draft budget information; supervise tabulating and preparation of drafts; review proposals to determine additional operational expenses and equipment needs. May write budget narratives. May testify before legislative committees along with or in the absence of the division director on budget and other issues.

Analyze legislation for financial or resource impact upon the organizational unit; prepare fiscal notes and position papers on various versions of legislative bills; draft new or amendments to legislation.

Develop and/or supervise the development and maintenance of internal procedures for administrative functions. Recommend the initiation, continuation, or termination of contractual obligations. Approve and finalize requests and initiate procurement actions within delegated authority levels.

Determine or effectively recommend supply needs and priorities; screen requisitions and requests to determine efficiency of existing supply usage, necessary reallocations, and adequacy of request justifications. Ensure compliance with procurement regulations and procedures.

Act as the building manager or liaison with public/private sector facility management to ensure adequate facility support services in smaller office districts. This may include maintaining building and land leases, building and grounds maintenance contracts, janitorial service contracts, security and telecommunication systems, and insuring compliance with safety, health and ADA requirements.

Initiate, coordinate, approve and/or implement personnel activities such as recruitment, hiring, personnel actions, evaluations, payroll, training, conflict resolution/grievances, classification actions, and staffing adjustments. Provide advice and counseling to employees and supervisors.

Travel to each outlying office at least once each fiscal year to ensure office compliance by performing site inspections of files, records and procedures, and provide training and/or annual performance evaluations.

Serve as acting State Recorder on an as-needed basis.

As the Central Unit Manager: manage, coordinate and administer the operations and activities of the statewide and centralized functions of the archives and UCC units, ensuring the permanent preservation of all recorded or filed documents accepted by the state's 34 recording districts, and the acceptance for record and maintenance of an index of all Uniform Commercial Code filings in the central file system.

As the Central Unit Manager: plan, organize, and direct the long-term workload of the central units in a manner consistent with regional operations; identify the issues and parameters of preservation and other projects that must be developed and completed; ensure that archival operations are completed in a manner consistent with national standards, and ensure that UCC operations comply with statutory requirements, and the department and section procedures.

Coordinate and respond to technical recording issues raised by regional managers and provide consultative/technical guidance on statutory, regulatory and procedural requirements related to unusual technical recording issues.

Research, formulate and recommend plans and solutions to problems and issues such as quality control and disaster protection as related to processing, indexing, filming and archiving all documents accepted into the public record. Act as the liaison and clearinghouse position for all on-line automated index system problems, resolving the same with the private sector vendor; participate in negotiations for system services. Function as the section's troubleshooter on a range of issues and problems, (e.g., training program designs, proposed legislation, budget and other areas).

Act as the liaison to the LRIS group; perform website research and analysis; respond to all queries generated from the website.

Perform customized or difficult research for the public, government agencies and other office personnel.

Act as the liaison for all scanning (imaging) and archival issues; work to troubleshoot and resolve scanning issues; identify relevant scanning and archival issues, identify actions to resolve these issues, and educate other recording and archival staff on all scanning and archival issues.

Utilize the AKSAS accounting system to create managerial reports, track research, and prepare bills for accounts payable.

Knowledge, Skills and Abilities:

Expert knowledge of recording statutes, regulations, policies and procedures.

Expert knowledge of the theory, principles and techniques of archival science; the principles and practices used in collecting, administering, appraising and disposing of public records; record storing; laws and regulations pertaining to public records; and sources, methods and techniques used in historical research.

Considerable knowledge of filing systems and data recording, storing and retrieval methods; and techniques of document research, types and sources.

Considerable knowledge of the use of computer information systems, internet, word processing, database and spreadsheet software.

Considerable knowledge of the principles and practices of effective supervision and administration, including organization, planning, staffing and training.

Working knowledge of cash accounting, budget and accounts maintenance.

Ability to direct and review the work of subordinates in widely separated locations throughout Alaska.

Ability to maintain or revise processes associated with document recordation, indexing or preservation.

Ability to identify, research and analyze administrative and operational problems and issues, and make appropriate recommendations by understanding and applying established statutory, regulatory and procedural requirements.

Ability to communicate and establish and maintain cooperative relations with those contacted in the course of work.

Ability to prepare, monitor and reconcile budgets for individual offices, units, regions and prepare related forms and reports.

Ability to supervise staff in widely separated locations throughout Alaska.

Ability to effectively use the AKSAS accounting system.

Ability to analyze situations accurately, including transactional and policy problems, develop, recommend and implement solutions, prepare comprehensive reports and persuade others to take a course of action.

Minimum Qualifications:

One year of supervisory experience as a Recorder IV with the State of Alaska or the equivalent with a County Recorder's Office.

OR

Two years supervisory experience as a Recorder III or a Recorder, Archives Unit Supervisor with the State of Alaska or the equivalent with a County Recorder's Office.

OR

Three years of experience as a Recorder II or Recorder, Archive Unit and 1 year of lead level work processing documents concerning ownership and encumbrances on property, for example deeds, liens, mortgages, promissory notes, financing statements, plats or surveys.

OR

Three years of experience working with documents concerning ownership and encumbrances on property, for example, deeds, liens, mortgages, promissory notes, financing statements, plats or surveys including 1 year at the supervisory level.

Substitution for Last Option: Upper division postsecondary course work (300 or 400 level courses) in Real Estate, Title Insurance, Banking, Business Administration, Library Sciences, Archival Management or a closely related field may substitute on a year-for-year basis (3 semester hours or 4 quarter hours equal one month of experience) for up to two of the three year requirement.

Required Job Qualifications:

(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)

Special Note:

Minimum Qualification Questions:

Do you have one year of supervisory experience as a Recorder IV with the State of Alaska or the equivalent with a County Recorder's Office?

Or Substitution:

Do you have two years of supervisory experience as a Recorder III or Recorder, Archive Unit Supervisor with the State of Alaska or the equivalent with a County Recorder's Office?

Or Substitution:

Do you have three years of experience as a Recorder II or Recorder, Archives Unit with the State of Alaska or the equivalent with a County Recorder's Office?

AND

Do you have one year of lead experience processing documents concerning ownership and encumbrances on property, for example deeds, liens, mortgages, promissory notes, financing statements, plats or surveys?

Or Substitution:

Do you have two years in any combination of upper division (300 or 400 level courses) college course work from an accredited college (3 semester hours or 4 quarter hours equal one month of experience) in real estate, title insurance, banking, business administration, library

sciences, archival management or a closely related field, and experience working with documents concerning ownership and encumbrances on property, for example, deeds, liens, mortgages, promissory notes, financing statements, plats or surveys?

AND

Do you have one year of experience working at the supervisory level with documents concerning ownership and encumbrances on property (e.g., deeds, liens, mortgages, promissory notes, financing statements, plats or surveys)?